

**Sussex County Board of Supervisors
October 20, 2011 Public Hearing Meeting – 7:00 p.m.
General District Courtroom – Sussex Judicial Center**

Present:

Harris L. Parker, Chairman
T. Wayne Birdsong
Charlie E. Caple, Jr.
Rufus E. Tyler, Sr.

Absent:

Wayne M. Harrell
C. Eric Fly, Sr.

Others:

Thomas E. Harris, County Administrator
Henry A. Thompson, Sr., County Attorney
George E. Morrison, III, Deputy County Admin./Director of Economic Development

ITEM A. Call To Order/Determine Quorum

Chairman Parker called the October 20, 2011 public hearing meeting to order and determined that a quorum was present.

ITEM B. Motion To Approve Public Hearing Agenda

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the October 20, 2011 public hearing agenda of the Sussex County Board of Supervisors is hereby approved as presented.

Voting aye: Supervisors Birdsong, Caple, Parker, Tyler

Voting nay: none

Absent during vote: Supervisor Fly

Absent: Supervisor Harrell

ITEM C. PUBLIC HEARING

Thomas E. Harris, County Administrator, explained that the purposed of the public hearing is to talk about an ordinance providing for exemptions from building and other land development fees for construction and reconstruction by certain storm related damage.

ITEM D. PUBLIC COMMENTS

There were no comments from the public.

ITEM E. BOARD COMMENTS

There were no comments from Board members.

ITEM F. RETURN TO REGULAR SESSION

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to regular session.

Voting aye: Supervisors Birdsong, Caple, Parker, Tyler

Voting nay: none

Absent during vote: Supervisor Fly

Absent: Supervisor Harrell

ITEM G. BOARD'S ACTION ON PUBLIC HEARING ITEM

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves an Ordinance providing for exemptions from building and other land development fees for construction and reconstruction necessitated by certain storm related damage; and

WHEREAS, the Sussex County Board of Supervisors finds that:

- a. Hurricane Irene (August 2011) created a significant and catastrophic wind damage, flooding and erosion in Sussex County, resulting in widespread damage to business and family structures; and
- b. Repair or reconstruction of damaged structures will enhance public safety and otherwise further public health, safety and welfare and
- c. That an exemption from certain permit fees imposed pursuant to the Sussex County Code and/or ordinances will help facilitate the repair or reconstruction of damaged structures, which will be beneficial to both the citizens and natural environment of Sussex County,

NOW, THEREFORE, BE IT ORDAINED by the Sussex County Board of Supervisors that:

1. Permits required for demolition and/or construction activities necessitated by damage caused by natural disasters when declared by the Governor of Virginia and the Sussex County Board of Supervisors including Hurricane Irene shall be exempt from the fees listed in the Sussex County building, land development and wetlands ordinances and regulations for the issuance of building permits, electrical permits, mechanical and plumbing permits, permits for moving of a building or structure, permits for demolition of a building or a structure, zoning clearances not requiring the advertisement and conducting of public hearings, wetlands permits not requiring the advertisement and conducting of public hearings and erosion and sediment control permits.
 - a. This exemption shall only apply to construction that does not result in an increased square footage of a structure.

- b. This exemption shall not apply to permits required for demolition and/or construction activities not necessitated by damage caused by Hurricane Irene or any future event that has been declared a State of Emergency by the Sussex County Board of Supervisors and the Governor of the Commonwealth of Virginia.
 - c. This exemption shall not apply to any fee imposed by the Commonwealth of Virginia or the United States government.
2. The applicant(s) for any such permit shall provide all information and complete all forms required by Sussex County to substantiate the timing and nature of the damage, providing the basis for the requested fee exemption.
3. The application, demolition and/or construction of each structure shall comply with all requirements of federal, state and local laws and regulations, including the Sussex County Code, with the exception of the payment of the County fees listed above.
4. This Ordinance shall be effective retroactively to August 27, 2011 and shall be applicable to all qualifying applications filed on or after that date for one hundred and twenty (120) days from the declaration of an emergency by the Sussex County Board of Supervisors provided that the event has also been declared by the Governor of the Commonwealth of Virginia.
5. This Ordinance shall, upon adoption require that the County Administrator provide notice to the Sussex County Board of Supervisors that all identified conditions have been met and that from a specified date (per event), the County Administrator will begin the reimbursement process for the approved one hundred and twenty (120) days for all items listed in Section 1 of this Ordinance, as permitted and authorized by the Sussex County Board of Supervisors

Voting aye: Supervisors Birdsong, Caple, Parker, Tyler

Voting nay: none

Absent during vote: Supervisor Fly

Absent: Supervisor Harrell

ITEM H. Adjournment

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby adjourns the October 20, 2011 public hearing meeting.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

**Sussex County Board of Supervisors
October 20, 2011 Regular Meeting – 7:30 p.m.
General District Courtroom – Sussex Judicial Center**

Board Members Present:

Harris L. Parker, Chairman
T. Wayne Birdsong
Charlie E. Caple, Jr.
C. Eric Fly, Sr.
Rufus E. Tyler, Sr.

Absent:

Wayne M. Harrell

Others Present:

Thomas E. Harris, County Administrator
Henry A. Thompson, Sr., County Attorney
George E. Morrison, III, Deputy County Admin./Director of Economic Development
Onnie L. Woodruff, Treasurer
William Jenkins, General Registrar
Ellen G. Boone, Commissioner of the Revenue
Charles H. Harris, Superintendent of Schools
Chequila H. Fields, Director of Social Services

Item 1. 7:30 p.m. Call To Order/Determine Quorum

Chairman Parker called the October 20, 2011 regular meeting of the Sussex County Board of Supervisors to order and determined that a quorum was present.

Item 2. Invocation and Pledge of Allegiance

The Pledge of Allegiance was recited by all; the Invocation was offered by Supervisor Tyler.

Item 3. Amended Agenda

Thomas E. Harris, County Administrator requested that the following items be added to the agenda:

1. Resolution in honor of the late Senator Elmon Taylor Gray;
2. Sussex County Employees Sick Leave Bank;
3. Election Day Holiday;
4. Board Retreat/Special Meeting Minutes;
5. DEQ Water Withdrawal Application – Norfolk.

Supervisor Tyler requested that two items be added to the Closed Meeting: (1) Contract (2) Personnel Matter, applicable Code Sections 2.2-3711(A)(1) and 2.2-3711(A)(30), respectively.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the October 20, 2011 amended agenda of the Sussex County Board of Supervisors is hereby approved.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

Item 4. Approval of Regular Agenda

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR TYLER and carried: RESOLVED that October 20, 2011 regular agenda of the Sussex County Board of Supervisors is hereby approved as presented.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

Item 5. Approval of Consent Agenda

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the October 20, 2011 consent agenda of the Sussex County Board of Supervisors is hereby approved, to wit: (1) Approval of Minutes of the July 29, 2011 Personnel and Finance Committees Meeting; (2) Approval of Minutes of September 15, 2011 Board meeting; (3) Approval of Appropriations - \$1,759.03, Virginia Employment Commission, Unemployment Compensation and Sheriff's Department Request to appropriate \$6,703.06 from D.A.R.E. revenue account to expenditure line; (4) Approval of Warrants and Vouchers in the amount of \$522,490.69; (5) Approval of Payroll Deduction Checks in the amount of \$143,540.87; and (6) Voided checks in the amount of \$248.15.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

Item 6. Standing Reports: Staff/Committees/Organization

A. Health Department: No report at this time

B. County Administrator's Report:

- 1. 2011 Certified Statements of Assessed Value:** The County Administrator's Office is in receipt of the 2011 Certified Statements of Assessed Value for electric gas, telecommunications and water companies for Sussex County. Also included with that report of a listing of Motor Vehicle Carrier companies that were subject to the annual Rolling Stock for the 2011 Tax Year, administered by the Public Service Taxation Division of the State Corporation Commission. A complete copy of this report is on file in the County Administrator's Office.

2. **Correspondences from Charter Communications:** The County Administrator's Office is in receipt of correspondence from Charter Communications notifying of changes to their services, products and fees.
3. **Fiber Installation Status Report:** On Wednesday October 12, 2011 Mr. Harris and Ms. Davis met with representatives from Pearson's Appraisal (IT); the Virginia Supreme Court and Verizon to identify long-standing phone and technology issues in a comprehensive manner. While the meeting was predicated on problems associated with the Magistrate's Office, there are concerns about the lack of dependability and redundancy regarding County operations. As such, I have asked that our IT provider work with Verizon and the Supreme Court to develop a comprehensive technology plan for the complex based on the Supreme Court's willingness to do some cost sharing to meet their technology needs.
4. **Reed Road Convenience Center Status Report:** The County Administrator reported that he has spoken with Mr. Rich Nolan regarding the Reed Road Convenience Center and he stated that the grass has been cut and the final seeding is being completed. Once completed, we will inspect for final approval.

Additionally, Mr. Nolan has advised me that he will be transferring this week to the Middle Peninsula to manage the Waste Management site there. A site visit was done and most of the grass has been cut and the seeding will begin soon.

5. **Citizen Request:** Included in the Board packet is a Public Safety Report from Mr. Vick regarding a call received by County Administration regarding SBA Loans for Hurricane Irene.
6. **Line of Duty Act:** The County Administrator advised that currently the Sussex County Volunteer Fire Departments are not part of the County's Official Safety Program. The County Attorney has advised that this issue will be included in the Revised *Chapter 2 of the County Ordinances* – however – due to the Virginia Retirement System's Line of Duty Act requirements, and the need to include all local participants immediately,

Recommendation: *To approve the following Resolution as reflected in the updated Sussex County Ordinance.*

The Board will act on this item later in the meeting.

C. Treasurer's Report

County Treasurer, Onnie L. Woodruff, provided details of the monthly financial report. (A copy of the report is retained in the October 20, 2011 Board packet).

D. General Registrar

William Jenkins, General Registrar, reported that since the redistricting, both at the state and local levels, the County has split precincts. This caused him to purchase three (3) additional voting machines. However, this was done without cost to the County because there were funds left over from a federal fund. Currently, without inmates, the population is 9,750 citizens; 73% percent of Sussex citizens are registered to vote.

The Registrar's Office will be open Saturdays, October 29 and November 5, 2011, from 9:00 am to 5:00 p.m., for citizens who cannot make it to the polls on November 8, 2011.

E. Commissioner of the Revenue: No report at this time

F. Sheriff's Request

Sheriff Bell advised that he reviewed his budget recently and the Board approved \$100,000.00 for the purchase/lease of vehicles. He is requesting that the Board adopt a resolution to appropriate \$100,000.00 for vehicles. He advised that the same amount will need to be placed in the budget for the next three (3) years in order to lease vehicles.

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors does hereby commit itself to the appropriation of \$100,000.00 for 3 year period of time for the lease/purchase agreement regarding vehicles to be obtained by the Sheriff's Department.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

G. Superintendent of Schools:

Dr. Charles H. Harris, Superintendent of Schools requested approval of payment of an Invoice from Rancorn Wildman Architects, in the amount of \$174,585.00, for architectural services for the Elementary School Project.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the payment to Rancorn Wildman in the amount of \$174,585.00 for architectural services, for the Elementary School Project.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

H. Director of Social Services: No Report at this time

I. County Attorney:

(1) Mr. Thompson explained that each Board member was mailed a request by the Commissioner of the Revenue that the County Reassessment be extended from a termination date of December 31, 2011 until March 31, 2012. Each Board member should have received a copy of the possible resolution as well as the pleading. He requested that the Board authorize him to file the petition in the Sussex County Circuit Court, requesting and securing the extension of the reassessment.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Attorney to file a petition in the Sussex County Circuit Court to extend the termination date of the County Reassessment until March 31, 2012.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

(2) Mr. Thompson requested that the Board authorize the scheduling of a public hearing for 7:00 p.m. on November 17, 2011, to update various ordinances.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the advertisement of Chapters 1, 2, 3, 4, 5, 6, 10, 11 proposed ordinance updates and amendment revisions for public hearing to be held on November 17, 2011 at 7:00 p.m.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

CITIZENS' COMMENTS

Comments were heard from the following citizens:

Fred Turck, Blackwater District, asked if the proposed ordinances are available for public view.

County Attorney explained that copies are available at the Clerk's Office and he also stated that he will provide an electronic copy to the County Administrator.

UNFINISHED BUSINESS

7. By-Laws and Rules of Procedure for Planning Commission: County Administrator, Thomas E. Harris stated that included in the Board packet are the proposed By-laws and Rules of Procedure for the Planning Commission.

Recommendation: To approve the By-Laws as recommended following Legal Review as needed. (Please note that upon approval, the Planning Commission will have equal representation in all Voting Districts – but will require additional Board Appointments).

Chairman Parker explained that the Planning Commission has discussed the issue and is recommending that each district be represented by two (2) members and also one at large member continue to be appointed.

County Attorney Thompson suggested that they allow him time to review and report at the next Board meeting.

8. Communications Request For Proposal (RFP) Report: County Administrator, Thomas E. Harris, explained that staff is in the process of completing the evaluation, which has been delayed for medical reasons. (Please note that following completion of the review and reference checks, the County Administrator would like to offer a contract to the lowest responsible respondent as expeditiously as possible).

Recommendation: None at this time

FISCAL YEAR 2012 FUNDING REQUESTS:

County Administrator, Thomas E. Harris, advised he has received several requests for funding/budget adjustments/ increases for Fiscal Year 2012. He stated that since he was not involved in the development of the County's 2012 Budget, he has tried to separate requests that would adversely impact operational efficiencies and those requests that may need further evaluation. To this end, please find the following:

9. Sheriff's Department Request for a Resolution for Vehicle Lease: Request approved earlier in the meeting.

10. Copier for the Commonwealth's Attorney's Office: Thomas E. Harris, County Administrator advised that this is a cost that was not budgeted for this year and there are not enough funds in the Commonwealth Attorney's FY 2012 Budget. Mrs. Lyndia Person-Ramsey, Commonwealth's Attorney has completed an analysis regarding rental or purchase and concluded that the purchase would be less expensive for the County.

Recommendation: *Motion to approve the purchase of a copier for the Commonwealth Attorney's Office and to appropriate \$5,544.00 into the Commonwealth's Attorney's FY 2012 Annual Budget.*

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the Commonwealth's Attorney's request to appropriate \$5,544.00 into the Commonwealth's Attorney's budget for the purchase of a copier.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

11. Crater Health District's Request To Carry Over Funds: Included in the Board packet is a request from Crater Health District to carry funds. The preliminary fiscal year 2011 settlement for Sussex County shows that the County is due a refund.

Recommendation: *Motion to approve Crater Health District's request and carry forward the amount of \$8,438.00 from the Fiscal Year 2011 settlement to the Fiscal Year 2012 budget.*

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the request by Crater Health District to carry over the amount of \$8,438.00 from the Fiscal Year 2011 settlement to the Fiscal Year 2012 budget.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

12. Request to Restore Funding: County Administrator, Thomas E. Harris, stated that included in the Board packet is correspondence from the Senior Citizens of Eastern Sussex County, requesting the restoration of \$1,000.00 to their FY 2012 budget that was cut by the Board of Supervisors.

Recommendation: *Approve this request and have the Board approve and appropriate \$1,000.00 to the Senior Citizens of Eastern Sussex County.*

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BIRDSONG and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to process the payment of \$1,000.00 to the Senior Citizens of Eastern Sussex County's budget.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

13. Public Complaint Policy: County Administrator, Thomas E. Harris, advised that due in part to complaints that sometimes go unintentionally unattended, a proposed Sussex County Complaint Policy has been included in the Board's packet. This policy requires documentation and a conclusion to both real and imagined complaints. When implemented, it will also assure County Staff that unfounded complaints will be put to rest.

Recommendation: *For the Board of Supervisors to approve and adopt the Sussex County Complaint Policy as submitted and further to authorize the County Administrator to distribute and implement.*

County Attorney Thompson requested that the Board defer this item until the November 17, 2011 meeting.

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby tables the Public Complaint Policy until the November 17, 2011 meeting.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

14. Personnel Policy and Procedure: County Administrator, Thomas E. Harris, advised that based on recent personnel management decisions and the fact that he has counseled employees regarding personnel management and protocol, he recommends the attached Policy to outline by step the procedures to be used (and documented) in managing County staff. As a Public Administrator, it is absolutely essential that all employees be treated in a like manner, that efforts are consistent between departments and agencies of the County and that these efforts be documented.

Recommendation: *For the Board of Supervisors to approve and adopt the Sussex County Complaint Policy as submitted and further to authorize the County Administrator to distribute and implement.*

Public service and personnel management tabled until next month's meeting.

NEW BUSINESS

15. Request to Replace Crater District Area Agency on Aging Board Member:

County Administrator, Thomas E. Harris, advised that included in the Board packet is a request from the Senior Citizens of Eastern Sussex County to replace a current Board member.

Recommendation: That the Board consider replacement of a Board member.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BIRDSONG and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of releasing Mr. Kevin Jones as the County's representative on the Crater Area Agency on Agency Board and appoint Mrs. Brenda Burgess, Post Office Box 548, Waverly VA 23890 to fulfill the unexpired term of Mr. Kevin Jones.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

16. VACo Voting Credentials: The Annual Business Meeting of the Virginia Association of Counties will be held Tuesday, November 15, 2011 at The Homestead in Hot Springs, VA. Each County shall designate a representative of its Board of Supervisors to cast vote(s) at the Annual Business Meeting. There are two members of the Sussex County Board of Supervisors, as well as the County Administrator who are registered to attend the Annual VACo meeting.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BIRDSONG and carried: RESOLVED that the Sussex County Board of Supervisors hereby designates Rufus E. Tyler, Sr., and Charlie E. Caple, Jr., as representative and alternate, respectively, to vote at the Virginia Association of Counties Annual Business Meeting.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

17. Halloween-On-Square: Mr. Morgan Thornton has requested permission to use the Courthouse lawn for the annual Halloween-On-The-Square festivities. The festivities will take place on Saturday, October 29, 2011, beginning at 8:00 a.m. and ending at 1:00 p.m.

Recommendation: To approve the request to use the Courthouse lawn for the Halloween-On-The-Square festivities scheduled for Saturday, October 29, 2011.

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the request by Mr. Morgan Thornton to use the courthouse lawn for the Halloween-On-The-Square festivities scheduled for October 29, 2011, from 8:00 a.m. until 1:00 p.m.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

RESOLUTIONS AND PROCLAMATIONS

Thomas A. Harris, County Administrator, stated that he is a firm believer in the promotion of Local Governments, our staffs and the services that State and Local Governments provide either directly or indirectly. As such please find the following Resolutions and/or Proclamations:

18. Administrative Efficiency Resolution: Thomas E. Harris, County Administrator, advised that in an effort to promote efficiency and to delegate authority and responsibility by Policy, he has enclosed a proposed resolution delegating certain functions to the County Administrator of purposes of administrative efficiency and taking timely action to avoid additional costs or delays in the delivery of services. Please note that while most are already being done based on prior experience and in my professional opinion,

Recommendation: To approve the Sussex County Administrative Efficiency Policy as submitted.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Administrative Efficiency Policy, to wit:

Whereas, the stated policy and intent of Sussex County is to deliver services to its citizens in the most efficient, timely and the most cost effective manner; and

Whereas, prompt action is required on some items of routine business to meet deadlines imposed by federal or state agencies or to avoid delays in construction or other ongoing projects; and

Whereas, the Virginia Public Procurement Act obligates the County to pay for all goods and services received not later than 45 days after they are invoiced, and failure to pay promptly can also result in interest charges or the loss of discounts for early payment, or could compromise the good standing and/or credit rating of Sussex County; and

Whereas, quoted prices or bids on County purchases of goods and services must sometimes be accepted by a specified time limit; and

Whereas, the schedule for regular meetings of the Board of Supervisors often makes it difficult to obtain the Board's approval of routine purchases, payments, applications and other actions in time to avoid these inefficient or costly results;

Now Therefore Be It Resolved, by the Board of Supervisors of Sussex County:

I. That authority is hereby delegated to the County Administrator to take the following actions, subject to the conditions and limitations set forth below:

A. Purchasing and Contracting. To act as the County's chief purchasing officer in all transactions subject to the Virginia Public Procurement Act, and in conformity with that Act to:

1. Initiate and advertise requests for proposals and invitations for bids to procure services or goods required by the County for which funding has been included in the County's adopted annual budget or otherwise appropriated by the Board, and to make and give notice of sole source determinations, documented as required by the Act.
2. Provide budgeted or specially appropriated funds are available, to negotiate, award and execute contracts or purchase orders with the winning offerors or bidders, as practicable, not to exceed \$15,000.00, and to forward recommendations to the Board for the award of contracts exceeding such limits.

B. Payments. To approve warrants authorizing the timely payment of invoices or bills for goods or services rendered to the County or its agencies, provided that:

1. Funds have previously been approved in the annual budget or otherwise appropriated for the purposes for which such goods or services are used.
2. The responsible County officer or employee certifies that the goods or services have been received and have been used or will be used for the intended public purposes and the County is obligated to make the payment.

3. A list of all such warrants and payments is provided to the Board at its next regular meeting and placed on the consent agenda for ratification.

C. Grants. To submit grant applications to federal or state agencies or nonprofit grantor organizations provided that:

1. The grant will support and further a policy, plan, project, service, program, goal, objective, or ordinance previously approved by the Board.
2. Adequate budgeted or appropriated funds and personnel are available for local matching requirements of the grant and/or grant support functions.
3. The Board of Supervisors reserves the right, in its sole discretion to accept or reject any approved and offered grant.
4. If an offered grant is accepted by the Board, the County Administrator is authorized to sign the required grant agreement.

D. Property Management. To act as the custodian and manager of all County property, and in connection with County projects, (i) to execute deeds of easements to utility companies for the purpose of providing necessary services to such County property, (ii) to negotiate, accept and record easements granted to the County by other property owners in furtherance of such projects, and (iii) to secure appropriate insurance coverage on all County real and personal property and add newly acquired properties to such coverage as needed, provided that:

1. The projects for which such easements are granted have been approved in the annual budget, or by other action of the Board.
2. Used and replaced County vehicles, equipment or other personal property may be declared surplus and offered for sale to other agencies or to the public, at fixed prices or by auction, as the County Administrator deems appropriate.

II. That the County Administrator shall provide the Board with a monthly list or summary of all actions taken in each of the above categories, which shall be placed on the consent agenda of the regular monthly meeting for ratification by the Board.

III. That this resolution shall take effect upon its adoption and shall remain in effect until rescinded or amended by the Board.

Voting aye: Supervisors Caple, Fly, Parker, Tyler

Voting nay: Supervisor Birdsong

Absent: Supervisor Harrell

19. 4-H Resolution: Included in the Board packet is a resolution proclaiming October 2-8, 2011 as Sussex County 4-H Week. Due to time constraints the Honorable Chairman Harris L. Parker, Chairman signed.

Recommendation: To approve the resolution proclaiming October 2-8, 2011 as Sussex County 4-H Week.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BIRDSONG and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the 4-H Proclamation, to wit:

WHEREAS, since 1902, America's 4-H program has served the youth of our nation, and since 1913, Virginia's 4-H program has grown to serve over 200,000 youth members in chapters located in 106 Counties and Cities across our great Commonwealth; and

WHEREAS, the Virginia 4-H program strengthens our rural and urban communities by recognizing and developing the power and promise of America's youth and by creating innovative partnerships between local residents, volunteers, private supporters and local, state and federal governments and universities; and

WHEREAS, the 4-H motto, "*to make the best better*" and philosophy of "*learn by doing*" encourages young people to take advantage of educational opportunities that allow them to explore and understand the importance of science, conservation and economics; and

WHEREAS, the 4-H pledge "*Head, Heart, Hands and Health,*" exemplifies a commitment to learning, hard work and dedication to community service, and inspires our youth to be tomorrow's successful leaders; and

WHEREAS, Sussex County, appreciates, supports and encourages participation in 4-H programs like the 4-H Summer Camp; and

WHEREAS, The Sussex County 4H Program has since its inception has included thousands of participants and volunteers and remains an important, significant and much needed, although currently missing component of the County's commitment to our youth; and

WHEREAS, the Sussex County 4-H clubs have historically included such programs as livestock, dairy, horse clubs and in school programming; and

WHEREAS, *Virginia 4-H Week* recognizes the many volunteers and young people throughout our Commonwealth who donate their time, talents and energy to local 4-H programs;

NOW, THEREFORE, by virtue of the authority vested in me by the Sussex County Board of Supervisors as Chairman, I, Harris L. Parker do hereby proclaim October 2 thru 8, 2011, as ***SUSSEX COUNTY 4- H Week.***

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler
Voting nay: none
Absent: Supervisor Harrell

20. Habitat for Humanity - Resolution of Support: Please find enclosed a resolution of support for Habitat for Humanity Virginia and USDA Rural Development.

Recommendation: Motion to approve the Resolution in Support of Habitat For Humanity Virginia and USDA Rural Development.

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the resolution in support of Habitat For Humanity, to wit:

WHEREAS, *Habitat for Humanity* is an International Organization committed to providing quality and affordable home ownership opportunities to hard working and deserving citizens while simultaneously meeting the highest standards of home construction; and

WHEREAS, since 2001, *Habitat for Humanity Virginia, Inc.* has served the people of the Commonwealth in meeting these lofty goals; and

WHEREAS, in more recent years, *Habitat for Humanity Virginia* has sought partners in the mission to provide decent and affordable homeownership opportunities to the families in the 30% - 80% area median income range; and

WHEREAS, *USDA Rural Development* is committed to improving the quality of life and creating opportunities for economic development in rural America; and

WHEREAS, the County of Sussex through the Sussex Housing Department has identified a disproportionately large population of poverty and substandard housing in the County; and

WHEREAS, the Sussex County Board of Supervisors, County Administrator, the Sussex Housing Department and County Staff are committed to the elimination of poverty and substandard housing throughout the County and Region; and

WHEREAS, *Habitat for Humanity Virginia* has built approximately 2000 homes across the State of Virginia and is committed to green and sustainable housing; and

WHEREAS, subdivision design, and infrastructure (roads, water, and sewer/septic) planning are also included in the scope of work by *Habitat for Humanity Virginia and USDA Rural Development*; and

WHEREAS, *Habitat for Humanity Virginia* is also working in partnership with a certified Earth-Craft (green) builder agency, and has an established partnership with licensed architects to ensure the architectural relevancy of its building projects; and

WHEREAS, *Habitat for Humanity Virginia and USDA Rural Development* are interested in working in partnership with Sussex County in improving housing opportunities that meet the housing needs, development goals and planning objectives of Sussex County; and

WHEREAS, the board of directors and staff of *Habitat for Humanity Virginia* the *United States Department of Agriculture, Rural Development (USDA)* are deeply interested in, and committed to, providing service on behalf of the citizens of Sussex County who are in need of quality affordable housing.

NOW THEREFORE BE IT RESOLVED, that the Sussex County Board of Supervisors does hereby welcome *Habitat for Humanity Virginia*, the *Rural Development office of the United States Department of Agriculture (USDA)*, *Surry County* and each partnering organization and their respective volunteers to Sussex County and further directs the County Administrator to work with *Habitat for Humanity Virginia et. al.* in developing and designing a housing plan that meets the needs of our community while adhering to the goals, objectives and development plans of Sussex County, Virginia.

AND BE IT FURTHER RESOLVED, that the Sussex County Board of Supervisors is cognizant, appreciative and supportive of the efforts being made by *Habitat for Humanity Virginia*, to include Sussex County in its service portfolio and commits to work in partnership with *Habitat for Humanity Virginia* in meeting the housing and business development needs of the people of Sussex County, Virginia.

AND BE IT FINALLY RESOLVED, that the Sussex County Board of Supervisors does hereby offer its support and expresses its deep appreciation to *Habitat for Humanity Virginia*, the *United States Department of Agriculture (USDA)* and each partnering organization and their respective volunteers for the State Chapter's service commitment to our people.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

21. Disability Employment Awareness Proclamation: Thomas E. Harris, County Administrator advised the Board that included in their packet is the Disability Employment Awareness Month Proclamation.

Recommendation: Motion to approve the Disability Employment Awareness Proclamation.

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the Disability Awareness Proclamation, to wit:

WHEREAS, Sussex County has reached the 21st century and as we move forward in this new century, we must consider how to build on both the accomplishments of the 20th century and on Sussex's strengths and assets; and

WHEREAS, One of the keys to the County's prosperity and growth in the 21st century will be ensuring that every citizen has the opportunity to contribute his or her skills and ingenuity to our economic future; and

WHEREAS, In order to maintain and strengthen the ability of business and industry to compete in an increasingly global economy, we must strive to ensure that all Americans, including those with disabilities, have the opportunity to reach their full potential, and

WHEREAS, To stay competitive, both public and private employers must seek quality employees, including the 54 million Americans who have disabilities; and

WHEREAS, Over the last decade we have passed the *Americans with Disabilities Act* and other laws that have begun to break down the barriers which have kept Americans with disabilities out of the workforce; and

WHEREAS, This may be a good beginning we still must do better. Keeping individuals with disabilities on welfare, social security and other benefit programs, instead of in jobs, is not cost effective for our county, our region, our state or our nation, as employment is the key to economic security for all Americans. And it is up to each of us -- employers, labor leaders, community leaders, persons with disabilities, rehabilitation professionals and government -- to break down the attitudinal barriers and open our doors to let employees with disabilities in by thinking of one's ability and encouraging others to do the same; and

WHEREAS, Employees with disabilities have consistently demonstrated their abilities in executive, administrative and managerial fields, they have been successful in public and private businesses, have successfully worked for companies and have established their own businesses. Furthermore people with disabilities have abilities that our employers can bank on; and

WHEREAS, Employment figures in Sussex County and our Region for persons with disabilities show that the majority of people with disabilities of working age (21-64) work full or part-time.

NOW, THEREFORE, by virtue of the authority vested in me by the Sussex County Board of Supervisors as Chairman, I, Harris L. Parker do hereby proclaim October 2011 as Sussex County Disability Employment Awareness Month and call upon all

government officials, educators, labor leaders, and employers to share in the mission of ensuring the full participation of persons with disabilities in the workforce.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

22. Resolution in Recognition of the Sussex County Virginia Official Safety Program: Thomas E. Harris, County Administrator advised included in the Board packet is the proposed ordinance for the Line of Duty Act. The fire departments had been inadvertently omitted.

Recommendation: To approve the resolution as presented.

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the following resolution, to wit:

Whereas, the Health and Safety of the citizens of Sussex County, Virginia is one of the highest and most important commitments of the Board of Supervisors, and

Whereas, the Virginia Retirement System (VRS) Line of Duty Act requires that all eligible participants in a Local Governments *Official Safety Program* be identified and named; and

Whereas, the Sussex Volunteer Fire Departments, Rescue Squads and Sheriff's Departments are all critical to the health and safety of the County.

NOW, THEREFORE, BE IT RESOLVED that The Waverly Rescue Squad, Inc., Waverly, Virginia, and Stony Creek Volunteer Rescue Squad, Inc., of Stony Creek, Virginia and the Jarratt Volunteer Fire Department, the Stony Creek Volunteer Fire Department, the Sussex Volunteer Fire Department , the Waverly Volunteer Fire Department, and the Wakefield Volunteer Fire Department and all other volunteer rescue squads, and fire departments, situated in whole or in part within the geographical boundaries of Sussex County, Virginia, so designated by Resolution of the Board of Supervisors, are hereby recognized as an integral part of the official safety program of this County and State.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

AMENDED AGENDA ITEMS

Resolution in Recognition of the Late Senator Elmon Taylor Gray

Thomas E. Harris, County Administrator, stated that in the supplemental agenda material, there is a draft resolution honoring the late Senator Elmon Taylor Gray.

Recommendation: To approve the resolution honoring the late Senator Gray as drafted.

ON MOTION OF SUPERVISOR BIRDSOING, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the resolution in remembrance of the Late Senator Elmon Taylor Gray, to wit:

WHEREAS, the late Senator, Elmon Taylor Gray was a businessman, philanthropist, politician and Virginia Gentleman who faithfully and selflessly served the citizens of Sussex County and the Commonwealth of Virginia throughout his life; and

WHEREAS, public service excellence, professionalism, fiscal accountability, community care, philanthropy and an unprecedented concern for his County, State and Country were the trademarks and passions most exemplified by Senator Gray, not only during his illustrious twenty (20) years of service in the Virginia State Senate, but throughout his life; and

WHEREAS, Senator Gray, not only served on the Transportation and Commerce Committees, the Labor Committee and Chaired the Senate and Health Committee, throughout his tenure as a State Senator he consistently championed and helped identify, create and support the highest standards of fiscal accountability, professionalism and employee excellence in both the Virginia Senate and in state government; and

WHEREAS, Senator Gray repeatedly showed throughout his political career his commitment to the highest standards of public service as well as his ability to “*lead by example*” through his commitment to regional cooperation, fiscal accountability, his tireless work ethic and his dedication to both his home community and the Commonwealth; and

WHEREAS, the late Senator Elmon Taylor Gray constantly demonstrated a willingness to accept additional responsibilities and duties as needed or required, as well as, a willingness to go above and beyond the call of duty in serving the Citizens of Sussex County and the Commonwealth of Virginia by faithfully representing them throughout his public service career; and

WHEREAS, The public leadership, personal sacrifices, philanthropic contributions and volunteer efforts made by Senator Gray throughout his storied career have been both inspirational and exemplary of the highest standards of public service excellence; and

WHEREAS, Senator Gray’s loyalty and devotion to the County and Towns of Sussex as demonstrated in his leadership, help and contributions to the founding of the Appomattox Regional Governors School, the County’s 4-H Center in Wakefield, and the Agnes Taylor Gray Library; his commitment to the betterment of the Tidewater Region and his faithful service to his State, further exemplified by his willingness to place the civic good above any personal agendas has deeply touched those of us who have been honored to have known or worked with him.

NOW THEREFORE BE IT RESOLVED, that Chairman Harris L. Parker and the Sussex County Board of Supervisors, do hereby acknowledge and convey their deepest appreciation, respect and admiration for the honesty, integrity, compassion, generosity, professional commitment to duty and public service excellence demonstrated during the late Senator, Elmon Taylor Gray's illustrious twenty (20) years of service in the Virginia State Senate and throughout his exceptional life.

AND BE IT FURTHER RESOLVED, that it is with profound admiration for Elmon Gray's many public and philanthropic contributions to Sussex County that the Sussex County Board of Supervisors does hereby convey its deepest respect, esteem and regards to the family of Senator Elmon Taylor Gray.

AND FINALLY BE IT RESOLVED, that Thomas E. Harris, County Administrator is hereby directed to provide a copy of this Resolution to the family of Senator Gray, and further that this resolution be placed in the Public Minutes so that future generations will know and understand the high regard, esteem and deep respect that The Chairman, Board, Citizens and Employees of Sussex County hold the late Senator Elmon Taylor Gray.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

Employee Sick Leave Bank Policy

Thomas E. Harris, County Administrator, advised that the County Attorney would like to review the Employee Sick Leave Bank Policy and will be brought back to the November meeting.

Election Day Holiday

Thomas E. Harris, County Administrator, advised that included in the supplemental agenda materials is information regarding Election Day Holiday. Page 25 of the adopted and current February 2009 Sussex County Personnel Policy, denotes Election Day, as a County Holiday – however, the Board members at the October 18, 2011 retreat indicated that was erroneous.

Recommendation: To determine, by vote, if Election Day is a holiday in Sussex County and to direct the County Administrator to inform staff accordingly.

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR CAPLE and carried: **RESOLVED** that the Sussex County Board of Supervisors hereby approves of amending the current Personnel Policy to reflect that Election Day is not a County approved holiday.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker

Voting nay: none

Abstaining: Supervisor Tyler

Absent: Supervisor Harrell

Board Retreat/Special Meeting Minutes

Thomas E. Harris, County Administrator, advised that included in the supplemental material are the draft minutes of the October 18, 2011 meeting.

Recommendation: To amend (as needed) and approve the October 18, 2011 Minutes for the Board Retreat/Special Meeting held in Waverly.

County Attorney requested that the Chair ask the Board to authorize the County Administrator to provide all draft minutes to him for review. He also stated that the Board should have the document before them in writing before they approve it; because if not, they don't know what they are approving.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the minutes of the October 18, 2011 Board retreat.

Voting aye: Supervisors Birdsong, Fly, Parker, Tyler

Voting nay: none

Abstaining: Supervisor Caple

Absent: Supervisor Harrell

Department of Environmental Quality Water Withdrawal Application – Norfolk:

Thomas E. Harris, County Administrator, advised that due to concerns expressed by DEQ regarding the water needs (permit) of Sussex County, it is his belief that the Board of Supervisors should work closely with the Sussex Service Authority to convey the County's concerns of providing water allocations to the City of Norfolk, et al, while reducing the groundwater withdrawal capacity of Sussex County.

Recommendation: To direct the County Administrator to work with Mr. Bob Gunnell and the staff of the Sussex Service Authority, the Crater Planning District Commission and State and Federal Representatives to convey the County of Sussex's concerns regarding this application and the impact on the Lower Potomac Aquifer and the impact it may have on future development and water usages in Sussex County.

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs the County Administrator to work with the Sussex Service Authority, Crater Planning District Commission, state and federal representatives to convey the County's concerns regarding groundwater withdrawal permit application and the impact on the Lower Potomac Aquifer and the impact it may have on future development and water usages in Sussex County.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

BOARD MEMBER'S COMMENTS/REPORTS

Blackwater District: absent

Courthouse District: Supervisor Birdsong reported that he has information that he will distribute to each Board member. There is a young lady that lives in Sussex that had graduated high school last year. She graduated with a 4.0 grade point average and is currently attending A&T University in North Carolina and is maintaining a 4.0 grade point average. Because of her grades, the school is offering her an educational opportunity to go to Ghana Africa. She needs \$3,500.00 in order to take the trip. He requested that the Board provide the \$3,500.00 to make the trip.

Supervisor Tyler recommended that the County Administrator develop a policy regarding these types of requests. He also suggested that each Board member should individually make a financial contribution.

Supervisor Birdsong advised the members that they have the information and they can send contributions to the mailing address on the paperwork.

Henry District: Supervisor Tyler suggested that the Board again consider providing laptops to each Board member. It will save time and money.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR BIRDSONG and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to explore prices and associated costs for laptop computers, software, etc., for Board members.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

Stony Creek District: no comments

Wakefield District: no comments

Waverly District: no comments

INFORMATIONAL ITEMS

- A. **Sussex County Courthouse Complex – Water Usage Graph:** Thomas E. Harris, County Administrator, stated that he is pleased to provide the Board a summary of water usage for the Courthouse Complex. This is being provided as a way of helping you understand both the significance of water and the future of Sussex County and the fact that we had a major water leak that was only recently found. As a result, there was an extraordinarily large use of water that may very well impact the Service Authority's permitted use.

He will continue to track this use so that we can insure to the best of our ability that we are not only being good stewards but are able to convey to the DEQ/State that Sussex County's future will be determined by the available water in our County.

- B. Sussex County Reassessment Status Report:** Thomas E. Harris, County Administrator advised that per the request of the Board, he has provided an update on the County's Reassessment. He thanked Mrs. Ellen Boone, Commissioner of the Revenue for her efforts as well as Pearson's Appraisal (Robert Pearson) for their prompt response. Other than the County's request for a 90 day extension and the actual reassessments (which should be completed by February), a significant issue before the Board is to select citizens for the *Sussex County Board of Equalization and Review* to recommend to the Circuit Court for final approval.
- C. Building Department Update:** As requested at the September Board meeting please be advised:
- 1. Hurricane Irene Progress Report:** Thomas E. Harris, County Administrator advised that included in the Board's packet is a summary of the applications for permits due to damage from Hurricane Irene.
 - 2. Assistant to the Building Official:** Thomas, E. Harris, County Administrator advised that we have received eight applications for the vacant Assistant to the Building Official position. As County Administrator, he thanked Ms. Somerbreze Hall for her years of dedicated service to the County and people of Sussex and to wish her the very best in her future endeavors (City of Suffolk). He also advised that he is working with Mr. Travis Luter, Building Official, to develop the interview questions and criteria for evaluating skill sets.
 - 3. Sick Leave:** Thomas E. Harris, County Administrator stated that he wishes Mrs. Erin Belt the very best as she prepares for major surgery. We will keep her and her family in our prayers and wish for a speedy return to work.
- D. Fiscal Year 2011 School Expenditure Report:** Thomas E. Harris, County Administrator advised that Dr. Charles H. Harris III has provided a copy of the Fiscal Year 2011 Expenditure Report, which is available in the County Administrator's Office for review. (Copies are available to the Board members upon request).
- E. Regulations for Temporary Signs:** Thomas E. Harris, County Administrator advised that pursuant to the Board of Supervisor's September 15, 2011 approval,

a copy of the Sussex County Regulations for temporary (Political) signs is included in the board packet.

F. County Administrator Outstanding Issues/Contract Summary: Thomas E. Harris, County Administrator provided the following updates:

- 1. Commonwealth Attorney Office RFP:** Pursuant to the April Board approval for the development of an RFP for the proposed Office addition for the Commonwealth Attorney Office (Dewberry Davis), he has signed the contract and is waiting to review the proposed RFP with staff.
- 2. Townes Contract Amendment:** Thomas E. Harris, County Administrator, advised that he has been working with Mr. Charles Townes on this amendment and they have made adjustments based on Mr. Henry A. Thompson's (County Attorney) July 2010 letter to the Interim County Administrator and has provided a copy to the County Attorney. It is his wish to expedite this matter and complete this contract amendment so that staff can continue work on the Peebles Tract (to remain compliant with our Tobacco Commission Grant as staff prepares for the next round of grant funding). Needless-to-say this is a time sensitive matter that needs to be resolved. (A \$20,000.00 check is being held for work already completed before Mr. Harris' arrival pending a formal contract amendment).
- 3. Other:**
 - a. Dinwiddie County Administrator Kevin Massengill:** Thomas E. Harris, County Administrator, stated that he has met with Mr. Massengill to discuss several "regional" issues. Kevin has been very helpful and has expressed an interest in working with Sussex County on mutually beneficial regional activities.
 - b. Greensville County Administrator K. David Whittington:** Thomas E. Harris, County Administrator, stated that he has met with Mr. K. David Whittington to discuss several items that could be of mutual benefit to Sussex County. Mr. Harris advised that following the meeting, he asked that written summary be provided (attached) so that he could look into each item and work with the Board on them.
 - c. Animal Control:** Thomas E. Harris, County Administrator, advised that he is reviewing with Mr. Tony S. Johnson, Senior Animal Control Office, two animal care matters of long standing.

- d. Sussex County Waste Management:** Thomas E. Harris, County Administrator, reported that he has visited each of our “*Convenience Centers*” and is compiling a list of concerns. He has asked for a copy of the Waste Management Contract so he can review provisions but is very much concerned that none of our “eastern sites” have recycling bins, the deplorable conditions and cleanliness of the sites, the fact that we are still waiting for the Reed Road site to pass inspection, the fact that there is a second Waste Management Contract (Richmond) that staff may be able to consolidate into a local contract (or at least review the conditions and the need for each).
- e. County Administrator Meetings and Activities:** Thomas E. Harris, County Administrator, advised that over the past four weeks, the County Administrator had the opportunity to meet with:
- 1. Virginia’s Gateway Region:** Executive Director Renee Wyatt-Chapline, who is helping the County on the development of an Economic Development Strategy (and business development as needed) met and then followed up with a call to discuss the needs of Sussex County.

In conversation, Mrs. Wyatt-Chapline indicated that Mr. Bill Collins tenure on the Gateway Region Board will expire December 31, 2011 and the Board would need to appoint (or reappoint) a Business member (i.e. Mr. Collins who would like to be reappointed) and a Board of Supervisors Member.

Please note that Mr. Collins is a very active board member who has ably represented Sussex County and as previously mentioned, has expressed an interest to continue to serve (to both Mrs. Chapline and myself).

With this said, Mr. Harris suggested that the Board may wish to receive a formal request from Mrs. Chapline as well as to wait (as a courtesy) and let the new Board make these appointments.

- 2. Crater Planning District Commission:** On Thursday October 13, 2011, Mr. Harris attended his first Crater Planning District Meeting. He stated that he is excited by the opportunities afforded by an active and progressive Planning District and is further encouraged

by working with not only the new members, but to once again be able to work with some old friends, William Johnson, Petersburg City Manager, Percy Ashcraft, Prince George County Administrator and Ed Dailey, Hopewell City Manager.

3. **Waverly Ruritan Club:** Mr. Harris stated that he was honored to be asked to make a presentation to the Wakefield Ruritan Club on October 4th.
4. **Senior Citizens of Eastern Sussex County:** Mr. Harris reported that on October 22, 2011, he was honored to speak at the 32nd Anniversary of the Senior Citizens of Eastern Sussex County.
5. **Employee Priorities:** Mr. Harris advised that his working on a list of the priorities/needs of Sussex County as identified by our staff (Constitutional Offices and Social Services).
6. **2011 Angel Tree:** Mr. Harris advised that included in the Board packet is a memo from the Sussex County Social Services Department regarding this year's Angel Tree. In this time when unemployment has remained so high, there is a great need for help and commended Ms. Tracy Wray, Ms. Tramall Greenerl and Ms. Chequila Fields, Director for sponsoring this special program in Sussex County.

23. **REPORTS FROM DEPARTMENTS/STAFF/COMMISSIONS, ETC.**

- A. Animal Control
- B. Building Department (included in Board packet)
- C. Building and Grounds
- D. Deputy County Administrator/Director of Economic Development (included in Board packet)
- E. Environmental Inspections
- F. Housing Programs (included in Board packet)
- G. Planning & Zoning (included in Board packet)
- H. Public Safety (included in Board packet)

Supervisor Fly asked the status of the website. Mr. Harris advised that he had spoken to Mr. Tim Bradshaw (website vendor) today and a meeting is being scheduled for Thursday, October 27, 2011.

CLOSED MEETING

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors shall enter Closed Session to discuss matters exempt from the open meeting requirements of the Virginia Freedom of Information Act. The purpose of the Closed Meeting is to discuss the subject matters identified as: (1) Contracts and (2) Personnel Matters, applicable Code Sections 2.2-3711(A)(30) and 2.2-3711(A)(1), respectively, of the Code of Virginia, 1950, as amended.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

Item 22. Return To Open Session

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR TYLER and carried: RESOLVED that the County of Sussex has convened in a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia, 1950, as amended, requires a certification by the County of Sussex Board of Supervisors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the County of Sussex Board of Supervisors hereby certifies that to the best of each member's knowledge; (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies, and (2) only such public business matters, as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the meeting to which this certification applies.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Voting nay: none

Absent: Supervisor Harrell

MOTIONS FROM CLOSED MEETING

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby ratifies and approves of the contract that was signed by the Chairman of the Board of Supervisors and Mr. George E. Morrison, III, on or about July 15 2011 as a contract between the County and Mr. George E. Morrison, III.

Voting aye: Supervisors Caple, Parker, Tyler

Voting nay: Supervisors Birdsong, Fly

Absent: Supervisor Harrell

MOTION TO CONTINUE OR ADJOURN

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the October 20, 2011 meeting of the Sussex County Board of Supervisors is hereby adjourned.

Voting aye: Supervisors Birdsong, Caple, Fly, Parker, Tyler

Absent: Supervisor Harrell